



THE CITY OF SAN DIEGO

OFFICE OF THE INDEPENDENT BUDGET ANALYST REPORT

Date Issued: October 7, 2013

IBA Report Number: 13-43

Budget and Finance Committee Date: October 16, 2013

Item Number: TBD

FY 2015 Budget Development Calendar

OVERVIEW

The draft FY 2015 budget development calendar was prepared with input from the Office of the IBA, Financial Management, the Budget Committee Consultant, and the Director of Legislative Affairs. The proposed budget calendar is based on timelines required per City Charter and those used for development of the FY 2014 Adopted Budget, with modifications made to accommodate legislative recess, the November 19, 2013 special primary election, and earlier City Council input into the budget development process.

Key changes from prior fiscal year(s) and other important dates for monitoring the City's FY 2014 financial performance and FY 2015 budget development include:

- The Budget and Finance Committee review of the FY 2015-2019 Five-Year Financial Outlook and FY 2014 First Quarter Budget Monitoring Report will take place at 3:00 pm on Thursday, November 21, 2013 in place of the scheduled 9:00 am Wednesday, November 20, 2013 Committee per the 2013 Legislative Calendar. The City Council will review these items on December 9, 2013.
- In recent fiscal years City Council Members' budget priorities memoranda for the upcoming fiscal year were due to the Office of the Independent Analyst in March. In consultation with Financial Management, the Interim Mayor's Office, the Interim Budget and Finance Committee Chairman, and the Council President Pro-Tem, receiving these memos earlier in the fiscal year will allow the administration more time to evaluate these priorities for potential inclusion in the Mayor's FY 2015 Proposed Budget. Based on this, we are proposing City Council Members' FY 2015 Budget Priority Memoranda be forwarded to the Office of the Independent Budget Analyst by January 17, 2014.

- The Budget and Finance Committee will review and, if necessary, modify the proposed FY 2015 Budget Priorities Resolution on January 29, 2014; and the City Council will subsequently consider the Resolution for adoption and communication to the Interim Mayor on February 3, 2014.
- The FY 2014 Mid-Year Budget Monitoring Report is proposed to be issued on February 21, 2014 with review by the Budget and Finance Committee on February 26, 2014. At this same committee meeting, staff will present Department Performance Measures and Service Level Indicators Targets and Results. This will detail projected FY 2014 year-end performance measure operating results for each department in combination with performance measure targets for FY 2015. Subsequent City Council review and approval of the Mid-Year Report is proposed to occur on March 3, 2014.
- The Mayor's FY 2015 Proposed Budget is scheduled to be released and presented to City Council on Tuesday, April 15, 2014 (per City Charter requirements).
- The Budget Review Committee hearings on City departments, agencies, redevelopment successor agency, etc. proposed budgets will once again take place over a single week, from May 5 to May 9, 2014. Due to positive reception from City Council and staff for this schedule during the FY 2014 budget development process, the key dates propose the same review format. Based on this, the Office of the Independent Budget Analyst's presentation of their review of the Mayor's FY 2015 Proposed Budget will occur on May 5, 2014, the first day of public hearings.
- The Mayor's May Revise to the FY 2015 Proposed Budget and the FY 2014 Year-End Budget Monitoring Report are scheduled to be released on May 20, 2014. The Budget Review Committee's first public hearing of the Mayor's May Revise will take place together with the evaluation of the FY 2014 Year-End Budget Monitoring Report on May 21, 2014. Dates for the release and City Council evaluation of the May Revise could change dependent upon on the incoming Mayoral Administration.
- City Council Members' final FY 2015 budget memoranda are proposed to be due to the Office of the Independent Budget Analyst on May 23, 2014, with the IBA's final report to be issued on June 9, 2014. Final City Council decisions on modifications to the Mayor's May Revise will take place during the second public hearing on June 9, 2014. Additionally, City Council will review and approve the FY 2014 Year-End Budget Monitoring Report at this time.

CONCLUSION

The Office of the IBA believes that the proposed budget development calendar conforms to City Charter requirements, provides numerous opportunities for Council and Community input, and allows for a sufficient amount of additional flexibility, if needed, for a thorough review and completion of the FY 2015 budget. We recommend that the Budget and Finance Committee review and approve the proposed calendar which will be forwarded to City Council along with the 2014 Legislative Calendar in the near future.



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Attachment One: Fiscal Year 2015 Budget Process Key Dates

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Fiscal Year 2015 Budget Process KEY DATES

Thursday, November 21, 2013	Special meeting of Budget and Finance Committee reviews FY 2015-2019 Five-Year Financial Outlook and First Quarter Budget Monitoring Report. (3:00 PM meeting)
Monday, December 9, 2013	Mayor presents FY 2015-2019 Five-Year Financial Outlook at City Council and Independent Budget Analyst presents their review and analysis.
Monday, January 6, 2014	Call memorandum for FY 2015 budget priority memos from City Council.
Friday, January 17, 2014	City Council budget priority memos due to Independent Budget Analyst.
Wednesday, January 29, 2014	Budget and Finance Committee reviews FY 2015 Budget Priorities Resolution.
Tuesday, February 4, 2014	City Council reviews and approves FY 2015 Budget Priorities Resolution.
Friday, February 21, 2014	Release of FY 2014 Mid-Year Budget Monitoring Report.
Wednesday, February 26, 2014	Budget and Finance Committee reviews FY 2014 Mid-Year Budget Monitoring Report & Department Performance Measures and Service Level Indicators Targets and Results.
Monday, March 3, 2014	Independent Budget Analyst presents FY 2014 Mid-Year Budget Monitoring Report review and City Council evaluates and approves Mid-Year Monitoring Report.

Fiscal Year 2015 Budget Process

KEY DATES (cont'd.)

Tuesday, April 15, 2014	Mayor releases FY 2015 Proposed Budget and presents to City Council. Per City Charter, Council shall also introduce a Salary Ordinance no later than April 15.
Monday, April 28, 2014	Independent Budget Analyst's Review of Mayor's FY 2015 Proposed Budget Issued.
Monday, May 5 – Friday, May 9, 2014	Budget Review Committee hearing on City departments, Housing Commission, non- Mayoral Departments, Redevelopment Successor Agency, San Diego City Employee Retirement System, Capital Improvement Program (CIP) – (IBA Review of FY 2015 Proposed Budget to be presented at first hearing).
Tuesday, May 20, 2014	Mayor Issues FY 2014 Year-End Budget Monitoring Report and FY 2015 Recommended Revisions Report (May Revise) ¹ .
Wednesday, May 21, 2014	Budget Review Committee reviews FY 2015 May Revise and FY 2014 Year-End Budget Monitoring Report (first public hearing) ¹ .
Friday, May 23, 2014	City Council budget memos due to IBA.
Wednesday, June 4, 2014	Independent Budget Analyst's final report issued on recommendations to the Mayor's budget.
Monday, June 9, 2014	City Council decisions on Final FY 2015 Budget Modifications (second public hearing – adoption of Budget Resolution) and City Council approval of FY 2014 Year-End Budget Monitoring Report. Per City Charter, budget adoption is required no later than June 15.
<i>Tuesday, June 10, 2014</i>	<i>Available for additional Council decisions and final budget adoption (if needed).</i>
Tuesday, June 10, - Wednesday, June 11, 2014	City Clerk to transmit resolution to Mayor within forty eight hours of passage.
Wednesday, June 11, 2014	Mayor's veto period begins (five business days).

¹ Timing for May Revise release and discussion possibly will depend on new Mayoral Administration

Fiscal Year 2015 Budget Process

KEY DATES (cont'd.)

Tuesday, June 17, 2014	Mayor's veto period ends. If appropriate, Council has five business days to override Mayor's veto.
Monday, July 14, 2014	City Council adoption of Tax Rate Ordinance per City Charter August 31 deadline.
Wednesday, July 16, 2014	Budget and Finance Committee review of Appropriation Ordinance.
Monday, July 21, 2014	City Council introduces and adopts Appropriation Ordinance.